

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO) For Technology Services Issued By

Office of MN.IT Services @ Minnesota Department of Corrections

Project Title: Correctional Operations Management System (COMS) Modernization

Category: Developer/Programmer

Resources: Seeking two developers (The selected resources will not be from the same vendor, as each vendor will be limited to the submission of one candidate in response to this RFO.)

Business Need

The Correctional Operations Management System (COMS) is a system of over 70 modules which collect and track data about the 16,000+ offenders that are committed to the Commissioner of Corrections. COMS is critical to the department's operations. Every business unit in the agency uses the system on a daily basis for their own unique and complex business processes. Additionally, data from COMS is shared with other state agencies, law enforcement, counties, federal government and the public.

COMS has undergone several version upgrades over its 15-year life to accommodate changes in legislation, case law and Department of Corrections (DOC) policies. Most recent efforts address technology obsolescence.

MN.IT Services @ DOC is seeking up to two (2) experienced developers with Microsoft technologies to support the recent efforts of addressing the technology obsolescence within the majority of the COMS modules so that they are aligned with current business, security, accessibility and legal requirements.

The DOC desires to modernize COMS in a manner that results in a more secure, flexible, and accessible system that has longevity for years to come. Business enhancements will also be made to improve usability and align the system to current business practices. Lastly, the desire is to have a COMS system that is less expensive to maintain and support.

Project Deliverables

The developers will:

- Apply advanced software development experience and skill to accomplish project objectives;
- Provide technical leadership to team members;

- Work independently with minimal guidance while also participating on project teams;
- Prepare and participate in release readiness for software development deployments to the TEST and PROD environments;
- Prepare and participate in continuous process improvement efforts;
- Provide clear, concise and honest communication;
- Provide other DOC development, as needed.

Project Milestones and Schedule

Anticipated Project Start Date: March 21, 2018

Anticipated Project End Date: April 15, 2019

The State will retain the option to extend the work orders in increments determined by the State.

Project Environment

Each of the COMS modules will be executed as a sub-project under the overall COMS Modernization project.

Each sub-project will have a team consisting of a PM, BA(s), Application and Database Developer(s), and QA(s), with those resources consisting of both internal resources and consultants. The size of the team depends on the complexity and size of the rewrite effort for the COMS module.

Microsoft technologies will be used such as C#.NET, ASP.NET MVC, Entity Framework, SQL Server (e.g. SSRS, SSIS, T-SQL), and Team Foundation Server (TFS). Additional web-focused technologies such as Angular 4, Bootstrap, HTML5, and CSS3 are expected to be used.

For security reasons, resources will work onsite at the DOC Central Office located at 1450 Energy Park Drive, St. Paul, MN. The candidates must be available during core business hours – 9:00-3:00 PM. Parking is free.

Candidates should be available to start between March 21, 2018 – April 1, 2018

DOC will provide an appropriate work space and computer equipment.

Responsibilities Expected of the Selected Vendor

- The candidates must pass a full criminal background check which includes fingerprints. Information for the background check will be provided to the vendor after the candidates are selected.
- The candidates must be available for an in-person interview at the DOC Central Office located at 1450 Energy Park Drive, St. Paul, MN:
- Candidates will provide knowledge transfer to MN.IT @ DOC staff before the end of the contract.

Mandatory Qualifications

To be initially scored as pass/fail. Thereafter, proposals, where the resource meets the Mandatory Qualifications, will be scored in part on the extent to which the resource exceeds these mandatory minimums.

See RFO Evaluation Process, below.

- Vendor must propose an hourly rate at or below vendor's Max Hourly Rate for the category.
- 6-months of Angular (version 2.0 or newer);
- 4 years of C#.NET experience;
- 4 years of ASP.NET MVC;
- 4 years of Entity Framework;
- 1 year of Bootstrap responsive web development.

Desired Skills

- Criminal Justice experience;
- Full Software Development Life Cycle (SDLC) experience;
- Experience with SQL Server (SSRS, T-SQL);
- Experience with an application requiring role-based security;
- Collaborative software development team experience up to at least 4-5 team members;
- Experience in system modernization efforts for applications with a technology obsolescence;
- Experience and continuous education in secure software development such as:
 - Regular use of security static code analysis tools such as Veracode, HP Fortify, etc.;
 - Participating in security trainings offered by various entities (e.g. OWASP, etc.) focusing on current secure software development best practices;
 - Participating in formal security code reviews;
- Resource has a current residence status within the 5 state area which includes Minnesota, Wisconsin, South Dakota, North Dakota, and Iowa.

Process Schedule

Process Milestone	Due Date
Deadline for Questions	01/29/2018, 2:00PM
Anticipated Responses to Questions Posted	01/31/2018

Process Milestone	Due Date
Proposals Due	02/05/2018, 2:00PM
Anticipated proposal evaluation complete	02/27/2018
Anticipated work order start	03/21/2018

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Deb Johnson, Contract Manager

Email Address: mnitcontracts@state.mn.us

Email Subject Line should read: Vendor name, RFO0315, DOC COMS Developer Questions

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services [website](#) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

Criteria	%
Candidate Experience and Qualifications – Mandatory Qualifications	40%
Candidate Experience and Qualifications – Desired Skills	30%
Cost	30%

The State reserves the right to interview any or all proposed resources. In the event interviews are conducted, technical scores may be adjusted based on additional information derived during the interview process. The State further reserves the right to remove a resource from consideration if the resource is unavailable for an in-person interview as requested by the State.

The State also reserves the right to contact proposed resources' references and to adjust technical scores based on additional information derived from the reference checks.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

- Master Contractor Name
- Master Contractor Address
- Contact Name for Master Contractor
- Contact Name's direct phone/cell phone (if applicable)
- Contact Name's email address
- Consultant's Name being submitted

2. Overall Experience:

1. A resume identifying:
 - i. Mandatory Qualifications – which should also be clearly noted in the response matrix - i.e. minimum pass/fail requirements, including companies and contacts where the resource has demonstrated the mandatory qualification as previously noted. If pass/fail requirements are not met, further scoring of the proposal will be discontinued. Please use the response matrix below.
 - ii. Any Desired Qualifications
2. Include the name of at least one reference who can speak to the resource's work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
3. Then continue the proposal with the remaining items in the order listed.

RESPONSE MATRIX	Resource Name:
<u>MANDATORY QUALIFICATIONS:</u>	Provide Dates and Company Name where the resource has demonstrated the qualification; or identify how the resource meets the requirement (Yes/No is not sufficient)
6-months of Angular (version 2.0 or newer)	
4 years of C#.NET experience	
4 years of ASP.NET MVC	
4 years of Entity Framework	
1 year of Bootstrap responsive web development	
If resource being submitted is working under a subcontract agreement, responder must identify each subcontractor	
<u>DESIRED SKILLS:</u>	Provide Dates and Company Name where the resource has demonstrated the skill (Yes/No is not sufficient)
Criminal Justice experience	
Full Software Development Life Cycle (SDLC) experience	
Experience with SQL Server (SSRS, T-SQL)	
Experience with an application requiring role-based security	
Collaborative software development team experience up to at least 4-5 team members	
Experience in system modernization efforts for applications with a technology obsolescence	

RESPONSE MATRIX	Resource Name:
<p>Experience and continuous education in secure software development such as:</p> <ul style="list-style-type: none"> • Regular use of security static code analysis tools such as Veracode, HP Fortify, etc. • Participating in security trainings offered by various entities (e.g. OWASP, etc.) focusing on current secure software development best practices • Participating in formal security code reviews 	
<p>Resource has a current residence status within the 5 state area which includes Minnesota, Wisconsin, South Dakota, North Dakota, and Iowa</p>	

3. Cost Proposal

Include a **SEPARATE DOCUMENT** labeled “Cost Proposal” which includes the name of each resource being submitted and their corresponding proposed hourly rate.

4. Additional Statement and forms:

1. Conflict of interest statement as it relates to this project
2. [Workforce Certificate Information](#) (required if vendor proposal exceeds \$100,000, including extension options)
3. [Equal Pay Certificate](#) (required if vendor proposal exceeds \$500,000, including extension options)
4. [Affidavit of non-collusion](#)
5. [Certification Regarding Lobbying](#) (required if vendor proposal exceeds \$100,000, including extension options)

The STATE reserves the right to determine if further information is needed to better understand the information presented.

Proposal Submission Instructions

- **Vendor is limited to submission of 1 (one) resumes/candidates in response to the Request for Offers**
- **Response Information:** The resume and required forms must be transmitted via e-mail to:
 - **Deb Johnson**
 - **mnitcontracts@state.mn.us**
 - **Email subject line should read: Vendor Name, RFO0315, DOC COMS Developer, Consultant Name**
 - **Each document should be titled with the Vendor Name first, resource name next, RFO number**
 - **It is suggested that all documents, except cost, be submitted as one file.**

- Submissions are due according to the process schedule previously listed.
- All responses are time and date stamped by the State's email system when they are received. Responses received after Proposals Due Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.
- Vendor must copy MNIT.SITE@state.mn.us on any responses submitted for this RFO. Vendors that do not intend to submit a proposal must send an email notification of a no-bid on the request to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or

causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies

the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State

in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Office of State Procurement ("OSP") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to OSP, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at <http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Office of State Procurement prior to the solicitation opening date and time. For information regarding certification, contact the Office of State Procurement Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements.

1) The business has been certified by the Department of Administration/Office of State Procurement as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

Certification of Nondiscrimination (In accordance with Minn. Stat. § 16C.053)

The following term applies to any contract for which the value, including all extensions, is \$50,000 or more: Contractor certifies it does not engage in and has no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes but is not limited to engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations

with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.